

DEVELOPER'S SITE PLAN CHECK LIST

Site Plan No.:	Name/Location:	Requirement Completed		
		YES	NO	N/A
PLANNING RELATED ITEMS				
1. Legal Description of property, address if applicable and permanent parcel number.				
2. Name & address of the developer.				
3. Name & address of the property owner(s).				
4. Seal and expiration date, signature, registration number & address of the professional engineer, surveyor or architect who assisted in the development of the site plan.				
5. Title, Engineer's scale (not to exceed 1 in. equalling 20 feet) legend, north arrow and date are listed on each sheet.				
6. Survey information including distances with angles or bearing and north arrow.				
7. Zoning classification of the site plan land _____ Copy of District regulations reviewed. (District regulations are available from the Planning Services Division).				
8. Existing <u>and</u> proposed contours or spot grades at no more than 2 feet vertical intervals. All elevations shall be expressed in feet above mean sea level.				
9. Location, dimensions & area in sq. ft. of existing buildings not to be razed.				
10. Proposed buildings with location, dimensions, area in sq. ft., number of stories and type of construction. Buildings meet setback, square foot and height requirement for zoning district in which they are located.				
11. Building use including number of employees or apartments or family units (identified on plan or in application).				
12. Area of land in square feet or acres.				
13. Location and use of all buildings on adjacent lands that are within 25 feet of the property line of the site plan land.				

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14.	Limits & location of proposed and existing streets & curbs, sidewalks, easements & rights-of-way.			
15.	Location, size, appurtenances, type of materials & elevation (MSL) where appropriate, of all public & private utilities serving the site.			
16.	Limits, location & size of retaining walls and the type of material to be used in construction.			
17.	If soil and/or other excavation materials are to be removed from the site, the site where the materials will be deposited must be specified.			
18.	Structures are completely on private property and do not encroach onto right of way.			
19.	Location and approximate diameter of proposed & existing trees & other woody stemmed plantings together with the common names of the plantings (See Attachment I - Suggested Trees)			
20.	Limits & location of plantings and/or physical structures designed to screen vehicle lights preventing illumination of a residential area within 300 feet.			
21.	Limits & location of outside storage, burning, rubbish, and garbage areas, loading & unloading areas and surfacing and screening thereof shall be shown on the site plan. <u>Show typical cross-section of all paved areas.</u>			
22.	Locations, height, candle power & type of all outside lighting including street lighting & sign lighting.			
23.	Locations of outside signs.			
24.	Location of bike rack.			
25.	Such other or different information as may be required by design standards set forth hereinafter or as required elsewhere in the Code (See Attachment II - Section A: Design Standards, Section B: Off-Street Parking, and Section C: Bufferyards).			

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ENGINEERING RELATED ITEMS				
1. Parking Lots				
A. Limits and location of parking lots, driveways, parking bays. Show typical cross-section of all paved areas.				
B. Directions of vehicular traffic flow, to, from and within the area, together with traffic control signs and markings.				
C. Parking lot surface:				
1. Constructed of 6 inches of compacted crushed stone and surfaced with 2 inches of bituminous concrete.				
2. Constructed of 5 inches portland cement concrete.				
3. Other construction _____				
D. Grade of parking lot:				
1. Parking lot grades do not exceed 6%.				
2. Parking lot grades within handicap stalls do not exceed 2%.				
E. Parking lot stalls and aisles (SEE ATTACHMENT II - Section B: Off-Street Parking).				
2. Entrances				
A. Existing and proposed street curb cut radii and curb cut width.				
B. Entrances entering or exiting onto a state controlled route are at an approved location and an Illinois Department of Transportation Highway permit have been secured.				
C. Entrance grades are not excessive (Normally 8% or less).				
D. Driveways are constructed of 6 inches of Portland cement concrete from the street to the right-of-way line.				

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	E. Drives that cross sidewalks shall have a maximum of 1:50 cross slope at the sidewalk location.			
	F. Flares on driveways to a given parcel do not protrude beyond the extension of the property lines.			
3.	Sidewalks			
	A. Limits and location of proposed and existing sidewalks and curb cuts.			
	B. Sidewalks have maximum longitudinal slope of 1:20. If the slope exceeds 1:20, the maximum slope is 1:12; slopes between 1:20 and 1:12 must have a 5' long flat area when rise for a section reaches 30 inches.			
	C. Sidewalks have a maximum cross slope of 1:50.			
	D. Sidewalks constructed through driveways are thickened to 6 inches.			
4.	Drainage			
	A. Storm sewers on right of way are constructed of an IDOT approved pipe. Storm sewers under streets are constructed of reinforced concrete pipe.			
	B. Roof drains do not discharge across sidewalks.			
	C. Detention and drainage certification is provided. (Drainage Certificate provided with application form)			
	D. Drainage design for roof areas, parking lot and driveways, showing area for or method of disposal of surface run-off waters.			
	E. Pre-development and post-development drainage basins remain relatively constant.			
	F. Storm water runoff discharging down driveways is captured by trench drains before crossing sidewalks.			
	G. Post-development runoff directed onto neighboring property is equal or less than pre-development runoff.			

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H. Post-development runoff directed onto neighboring property is not at concentrated locations unless this was the pre-development condition.				
I. An IDOT Highway Permit 1. An IDOT Highway Permit has been secured for stormwater discharging onto a State controlled route.				
WATER & SEWER SERVICES RELATED ITEMS				
1. Water Mains: A. IEPA permit needed (Check with Staff)				
B. Centered in 20' easement, or if adjacent to a sanitary sewer easement or ROW, the water main is no closer than 5' from ROW or edge of easement.				
2. Sewer Mains: A. IEPA permit needed (Check with Staff)				
B. Center in at least 20' easement				
3. Water Service Lines: A. Tap required?				
B. Existing lines to be used?				
C. Size _____				

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D. Deposit required <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Meter size</u></th> <th style="text-align: left;"><u>Amount of Deposit</u></th> </tr> </thead> <tbody> <tr> <td>5/8"</td> <td>\$450</td> </tr> <tr> <td>1"</td> <td>\$550</td> </tr> <tr> <td>1½"</td> <td>\$1,800</td> </tr> <tr> <td>2"</td> <td>\$2,000</td> </tr> <tr> <td>3"</td> <td>\$3,000</td> </tr> <tr> <td>4"</td> <td>\$4,000</td> </tr> <tr> <td>Other</td> <td>\$ _____</td> </tr> </tbody> </table>		<u>Meter size</u>	<u>Amount of Deposit</u>	5/8"	\$450	1"	\$550	1½"	\$1,800	2"	\$2,000	3"	\$3,000	4"	\$4,000	Other	\$ _____			
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4. Sewer Lateral: A. Location size and materials on drawings																				
B. If the existing sewer line is <u>not</u> going to be used, is a new tap required?																				
C. IEPA connection permit																				
D. If tap required deposit required <table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;"><u>Type of Service</u></th> <th style="text-align: left;"><u>Amount of Deposit</u></th> </tr> </thead> <tbody> <tr> <td>No Pavement</td> <td>\$600</td> </tr> <tr> <td>Oil and Chip Streets</td> <td>\$1,200</td> </tr> <tr> <td>Concrete, Bituminous or Brick</td> <td>\$2,000</td> </tr> </tbody> </table>		<u>Type of Service</u>	<u>Amount of Deposit</u>	No Pavement	\$600	Oil and Chip Streets	\$1,200	Concrete, Bituminous or Brick	\$2,000											
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E. If new lateral, are cleanouts located at property line?																				
5. Any water mains, sewer mains, water service lines, or sewer laterals located under pavement have trench backfill																				
6 Meter: A. Location, size on drawing (Note: In most cases, meter needs to be located in "green area")																				
B. Convert to double meter																				

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7	Sprinkler System:			
	A. Location of line, and size, type of materials and location of valve are shown on drawing. Note: Valve is to be located at ROW or easement line.			
	B. New tap required?			
	C. Backflow preventer required, if so type of unit:			
	1. Reduce Pressure Zone			
	2. Double Check			
	3. Other _____			
	D. Valve at ROW or easement line			
FIRE RELATED ITEMS				
1.	Fire Hydrants			
	A. The location of all existing fire hydrants within 300' of the property lines are indicated on the site plan.			
	1. 300' maximum spacing required commercial			
	2. 400' maximum spacing required residential			
2.	Water Mains			
	A. The location of all existing and proposed water mains surrounding the site are shown.			
	1. Size _____			
	2. Vendor _____			
3.	Fire Lanes identified and properly marked and signed			
	A. 18' minimum width			
	B. 13' minimum vertical clearance			

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C. Continuous unobstructed ingress and egress				
D. Unobstructed cul-de-sacs				
BUILDING & NEIGHBORHOOD SERVICES RELATED ITEMS				
1. All trash enclosures are screened to a height of six feet on all sides.				
2. All proposed freestanding signs are located on private property and do not encroach upon City right-of-way.				
3. Sketch of proposed signs are included showing compliance with applicable sign regulations.				
4. Accessory dwelling units A. Apartment and/or dormitory buildings not located within a complex provide one (1) dwelling unit out of each eight (8). Number Required _____ Number Shown _____				
B. Apartment and/or dormitory buildings located within a complex provide one (1) out of each ten (10) dwelling units. Number Required _____ Number Shown _____				
5. Residential dwellings under four (4) stories in height provide required number of disabled parking spaces with a minimum width of 12'. <u>Total # of Spaces</u> <u>Disabled Spaces Required</u> 0-5 (0) None Number Required _____ 6-20 (1) One Number Shown _____ 21-65 (2) Two 66-110 (3) Three 110-400 (3) Three plus 2% of total provided above 110				

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<p>6. Commercial uses and apartment dwelling over four (4) stories in height provide required number of disabled parking spaces with a minimum width of 16' including an 8' wide access aisle.</p> <table border="0"> <tr> <td><u>Total # of Spaces</u></td> <td><u>Disabled Spaces Required</u></td> <td></td> </tr> <tr> <td>1-25</td> <td>(1) One</td> <td></td> </tr> <tr> <td>26-50</td> <td>(2) Two</td> <td></td> </tr> <tr> <td>51-75</td> <td>(3) Three</td> <td></td> </tr> <tr> <td>76-100</td> <td>(4) Four</td> <td></td> </tr> <tr> <td>101-150</td> <td>(5) Five</td> <td>Number Required _____</td> </tr> <tr> <td>151-200</td> <td>(6) Six</td> <td>Number Shown _____</td> </tr> <tr> <td>201-300</td> <td>(7) Seven</td> <td></td> </tr> <tr> <td>301-400</td> <td>(8) Eight</td> <td></td> </tr> <tr> <td>401-500</td> <td>(9) Nine</td> <td></td> </tr> <tr> <td>501-1000</td> <td>2% of total #</td> <td></td> </tr> <tr> <td>over 1000</td> <td>20 plus 1 for each 100 over 1,000</td> <td></td> </tr> </table>		<u>Total # of Spaces</u>	<u>Disabled Spaces Required</u>		1-25	(1) One		26-50	(2) Two		51-75	(3) Three		76-100	(4) Four		101-150	(5) Five	Number Required _____	151-200	(6) Six	Number Shown _____	201-300	(7) Seven		301-400	(8) Eight		401-500	(9) Nine		501-1000	2% of total #		over 1000	20 plus 1 for each 100 over 1,000				
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7. Adjacent disabled parking spaces do not share common access aisle.																																								
8. Disabled free standing parking sign with \$100.00 fine is shown.																																								
9. Finished floor elevation for buildings is shown.																																								
10. Site access and site circulation are disabled accessible.																																								
11. Required pedestrian ramps meet applicable standards regarding rise and horizontal projection.																																								
12. Handrails are provided where required.																																								
13. Curb ramps are provided wherever an accessible route crosses a curb.																																								
14. Gratings located in walking surfaces have spaces no greater than one-half inch wide in one direction.																																								
15. Gratings with elongated openings are placed so the long dimension is perpendicular to the dominant direction of travel.																																								

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POLICE RELATED ITEMS				
1. Lighting				
A. Parking lot lighting meets minimum ordinance requirements (Minimum of .125 footcandles at any space and average of .5 footcandles for the entire parking lot).				
B. Lighting in parking areas is sufficient to make customers and employees feel comfortable walking to and from vehicles after dark.				
C. Walkways, doorways, and windows well lighted.				
D. Lighting around building perimeter and parking areas negates hiding places.				
E. All exterior lighting is shown on site plan (building and parking lots).				
2. Surveillance				
A. In residential areas, the residents can view their surroundings, especially homes across from them.				
B. Commercial and industrial building design allows for visibility into parking areas by the occupants.				
C. Passing police patrols can see walkways, doors, windows and parking areas.				
D. The location of dumpster enclosure does not interfere with surveillance or conceal suspicious persons or activity.				
3. Building Design				
A. The placement of the structure, parking facilities, or other areas (laundry, recreation rooms, etc.) does not encourage assaults or other crimes.				
B. There are no design features which hinder visibility.				
C. Physical security devices (locks, doors, etc.) are used to enhance security and/or help mitigate design problems.				

